

LINDA LINGLE
GOVERNOR OF HAWAII



KATHLEEN N. A. WATANABE
DIRECTOR

JANICE T. KEMP
DEPUTY DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 SOUTH BERETANIA STREET
HONOLULU, HI 96813-2437

November 19, 2004

TO: All Departmental Personnel Officers

FROM: Mark Epstein, Personnel Program Manager
Employee Relations Division

A handwritten signature in cursive script that reads "Mark Epstein".

SUBJECT: Supervisory Classes January to June 2005

Attached is the schedule of courses we are offering under the Supervisory Leadership Development Program for the period January to June 2005. Also attached are brief descriptions of each of the courses.

Please note the following:

- Registration for all courses listed will be through the HRMS, including courses being taught at Kapiolani Community College.
- Departments must call the Training Personnel Technician, Gordon Choy, at 587-1050 before entering wait-list employees on the HRMS system after the deadline for registration.
- Agencies which cannot access the HRMS system can register their employees by completing DHRD form 410 and faxing it to Gordon at 587-1107.

Please call me at 587-1027 if you have any questions.

Attachments

c: Diane Sumida

Supervisory Leadership Development Program

Course Schedule

January – June 2005

Course: So You Want to Be a Supervisor!

HRMS course code: SYW

Target Audience: Non-supervisory employees interested in becoming supervisors

Cost: \$65

Session Info:

#	Date	Time	Location
0002	Jun 1	8:00-4:00	KCC, Manono 104

Course: Introduction to Supervision

HRMS course code: ISUP

Target Audience: Blue collar working supervisors

Cost: \$130

Session Info:

#	Date	Time	Location
0006	Mar 16, 23	7:30-3:30	KCC, Manono 104

Course: Fundamentals of Management

HRMS course code: FOM

Target Audience: Professional and white collar (clerical) first-line supervisors, blue collar foremen

Cost: \$200

Session Info (Note: Each session meets three times):

#	Date	Time	Location
0003	Feb 17, 24 Mar 3	8:00-4:00 “	KCC, Manono 104 “
0004	May 12, 19, 26	8:00-4:00	KCC, Manono 104

Course: Fundamentals of Management - Kauai

HRMS course code: FOMK

Target Audience: Professional and white collar first-line supervisors and blue collar foremen on the island of Kauai.

Cost: \$295

Session Info (Note: Each session meets three times):

#	Date	Time	Location
0002	Apr 14, 21, 28	8:00-4:00	Kauai Community College Performing Arts Center (PAC)

Course: Human Resources Management for Supervisors

HRMS course code: HRM

Target Audience: Professional and white collar (clerical) first-line supervisors; blue collar supervising foremen

Cost: \$0

Session Info (Note: Each session meets three times):

#	Date	Time	Location
0006	Jan 25	8:00-4:00	State Office Tower, 1403
	Feb 1, 8	"	"
0007	Apr 6, 13, 20	8:00-4:00	State Office Tower, 1403

Course: FrontLine Leadership - Part 1

HRMS course code: FLL1

Target Audience: Blue Collar Foremen

Cost: \$275

Session Info (Note: Each session meets 5 times):

#	Date	Time	Location
0002	Mar 2, 9, 16, 23, 30	7:30-3:30	Kailua Wastewater Treatment Plant 95 Kaneohe Bay Drive Administration Building, 2nd Floor

Course: Leadership for Results - Part 1

HRMS course code: LFR1

Target Audience: Professional and white collar (clerical) first-line supervisors, blue collar supervising foremen

Cost: \$375

Session Info (Note: Each session meets 4 times):

<u>#</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
0003	Feb 15, 22 Mar 1, 8	8:00-4:00 “	State Office Tower, 1403 “
0004	May 3, 10, 17, 24	8:00-4:00	State Office Tower, 1403

DHRD Supervisory Leadership Development Program

Course Descriptions

So, You Want to Be a Supervisor! (SYW)

This one-day course will focus on giving non-supervisory employees interested in moving up to supervisory positions an understanding of what it means to be a supervisor, what a supervisor really does, and the benefits and challenges of being one.

Introduction to Supervision (ISUP)

This two-day course is a basic introduction to the roles and tasks of a supervisor. It has been designed specifically for blue collar working supervisors.

Fundamentals of Management (FOM)

This three-day course is an introduction to the field of supervision. It covers the critical general management skills new supervisors need to master in their daily work. Topics in this course include the role of the supervisor, planning, controlling, delegating and problem solving. Foremen (blue collar), working supervisors (professional/white collar), and supervisors in the white collar/professional series should attend this course.

FrontLine Leadership - Part 1 (FLL1)

This five-day course provides extensive instruction in the interpersonal side of management. It focuses on core interpersonal skills, communication skills, and managing individual performance. Supervisors will learn to understand their role and the basic principles of leadership, learn the basic principles of interpersonal communication, understand how to manage their employees for high performance, and learn to work through others to accomplish their division's and office's goals. Blue collar foremen should enroll in this course. Blue collar working supervisors may also take this course as future preparatory training.

FrontLine Leadership - Part 2 (FLL2)

This five-day course continues to provide extensive instruction in the interpersonal side of management. It focuses on developing your team's performance, making an organizational impact, and managing change and innovation. Supervisors will be able to work effectively with small groups of employees, peers, and their manager, understand how to lead employees through change, and resolve team conflicts. Blue collar foremen should enroll in this course. Blue collar working supervisors may also take this course as future preparatory training. Prerequisite: Completion of FrontLine Leadership Part 1.

Leadership for Results - Part 1 (LFR1)

This four-day course provides instruction in the skills and strategies of leadership. It focuses on personal leadership skills, managing change, interpersonal communication skills, and conflict management. Supervisors will learn how to communicate effectively in a variety of situations, learn the basic principles for a collaborative workplace, understand strategies for navigating change, be able to work towards win-win outcomes, and understand strategies to move from conflict to collaboration. Supervising foremen (blue

collar), working supervisors (white collar/professional), and supervisors in the white collar/professional series should attend this course.

Leadership for Results - Part 2 (LFR2)

This four-day course continues to provide instruction in the skills and strategies of leadership. The 4-day program focuses on coaching others for success and linking performance to strategic goals. In addition, supervisors will learn tools to identify work priorities and set verifiable goals, correct performance problems, conduct a collaborative performance review, give and receive constructive feedback, give recognition, and use coaching strategies to bring out the best in others. Supervising foremen (blue collar), working supervisors (white collar/professional), and supervisors in the white collar/professional series should attend this course. Prerequisite: Completion of Leadership for Results Part 1.

Human Resources Management for Supervisors (HRM)

This three-day course focuses on several areas of personnel management in which supervisors need to be effective to be successful in their positions. It provides instruction in the principles and practices of specific areas with special emphasis on how they are applied in the Hawaii State Government. Topics include recruitment and selection, workers' compensation, safety, training and employee development, and labor relations. Supervisors and working supervisors should attend this course.